



Introduction to NOAA Grants

For American Recovery and Reinvestment Act Recipients

See Partner Toolkit for additional resources....
<http://www.restoration.noaa.gov/partners.html>

This presentation and other supporting resources are provided at <http://www.restoration.noaa.gov/partners.html>.



Agenda

- Introductions
- Responsibilities During Your Award
 - Understanding Award Documents – Overview of SACs
 - Outreach and Tools
 - Reporting
 - Amendments and Changes
 - Role of the Office of Inspector General
- Using Grants Online and ASAP to Manage Your Award
- Final Questions

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Thank you for registering for this webinar! We look forward to providing you with a broad overview of the many terms and conditions that affect your award and the requirements we will face in managing it, as well as answering some questions that are common to all of our ARRA recipients.

This will be a long session. **Please keep your phone on mute so background noise is minimized** and everyone can hear. **If you need to take a break, just keep your phone on mute-DO NOT USE HOLD**, or we may have to present over background music which is distracting and difficult for everyone else. We have 2 breaks during the presentation for a few Qs and As and will also have some time at the end. You can also download the presentation at <http://www.restoration.noaa.gov/partners.html> and follow along by slide number if you can't connect to the webinar.

NOAA Federal Program officers, Technical Monitors and Grants Officers and Specialists have worked closely with you pre-award to negotiate the specifics of your award, and will continue to work with you closely post award to ensure that you have the knowledge and resources necessary to execute your award properly in the process of implementing these valuable and high-profile habitat restoration activities. As you are already aware, you are part of a select 5% of applicants that received Recovery Act funding from NOAA and you can expect a great deal of scrutiny and oversight from within and outside the agency. Our job is to help you do things right, with sufficient lead time, and be transparent about the process.

I want to point out that we will be learning some of this together – Recovery Act is new to all of us! We don't expect to be able to answer all your questions or define things as concretely as we would like today – I ask that you be patient with us while we seek the answers and get clarification on some of the more complex issues coming up on Recovery Act projects.

We will cover the basic information on setting up your account on Grants Online and the Automated Standard Application for Payments (ASAP) system last, so folks that are familiar with this part of NOAA grants can exit the webinar early. Let's get going!



Review Award Conditions

Four Sets of Award Conditions:

- Recovery Act and associated DOC ARRA Terms and Conditions
- DOC, NOAA, Award Specific



The DOC, NOAA (Bureau Specific), and Award Specific conditions sometimes address the same topics, like the timing of reports. In all cases, the NOAA conditions take precedence over the DOC conditions and the Award Specific and ARRA conditions take precedence over both.



Award Conditions - ARRA

Reporting and Registration Requirements (Sec 1512)

- Recipients must maintain CCR registration
- Reporting must occur no later than 10 days after each quarter ends, starting Oct 2009
- ARRA-required data elements must be submitted through www.FederalReporting.gov
- Information in reports will be made available to public

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Many components of the legislative requirements of the Act affecting recipients were outlined in the Federal Funding Opportunity you responded to with your application. DOC has laid these out in a Recovery-Act specific set of conditions affecting your award, with reference to the relevant sections of the Act:

- Recipients must maintain their registration in the Central Contractor Registry (www.ccr.gov) at all times while award is open

(OMB will issue clarification regarding sub-recipient requirements)

- Reporting for all awards begins in October, and covers the period from award inception through Sept. 30th.
- Reports must be submitted through FederalReporting.gov NLT October 10th
- At the close of each reporting period information will be pushed to the public via Recovery.gov – we will go into this in more detail later in this session



Award Conditions – ARRA (cont'd)

Use of American Iron, Steel, Manufactured Goods (Sec1605)

- Construction, alteration, maintenance, or repair of a public building or public work requires all incorporated iron, steel, and manufactured goods be produced in the United States
- Exceptions relative to quantities, cost (>25% increase), require a waiver

Also known as the 'Buy American' provision.



Award Conditions – ARRA (cont'd)

Wage Rate Requirements (Davis-Bacon Act, Sec 1606)

- Apply to contracts in excess of \$2,000 for construction, alteration or repair (including painting and decorating)
- Require all laborers and mechanics employed by contractors/subcontractors be paid prevailing wages
- Secretary of Labor retains final coverage authority

New territory for NOAA – typical habitat restoration grants programs don't fall under Davis-Bacon Act.



Award Conditions - DOC

- Financial requirements
- Programmatic requirements
- Audits as per OMB Circular A-133
- Compliance with statutory provisions/assurances
- Sub-award and contract provisions
- Environmental Compliance
- Miscellaneous

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DOC Standard Terms and Conditions (dated March 2008) apply to all NOAA awards and former NOAA grantees should be familiar with them. They highlight a broad range of topics that are covered in greater detail in the Office of Management and Budget circulars on management of Grants and Cooperative Agreements, such as:

- Financial requirements, including re-budgeting and information on indirect costs;
- Programmatic requirements, including performance, program changes and non-compliance with award provisions;
- Audits requirements and timeframes- States, Local Governments, and Non-Profit Organizations that expend \$500,000 or more in a year in Federal awards shall have an audit conducted for that year in accordance with the requirements contained in OMB Circular A-133;
- Information about topics covered in the assurances forms of the original application such as drug free workplace and lobbying
- Codes of conduct for recipients and information on competition
- Information on key statutes that the Federal government must consider and comply with when providing support for projects....
- And a host of miscellaneous requirements, such as recipient compliance with Publications, Videos and Acknowledgement of Sponsorship and sub-recipient data transparency under The Federal Funding Accountability and Transparency Act of 2006 .



Award Conditions - NOAA

- Grants Online report submission
- Enrolling in ASAP to receive award payments
- Specifics on financial reporting (to be amended for ARRA)
- Specifics on programmatic progress reports for NOAA
- Award Action Requests (AARs)
 - Sole source contract
 - Change in scope, re-budgeting, changes in key personnel, etc.
 - Satisfying special award conditions
 - Sub-award/contracting of work not described in approved application

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NOAA Administrative Standard Award Terms and Conditions cover more of the nuts and bolts of your awards, such as:

- Submission of performance and financial reports on Grants Online, NOAA's back-end grants management system
- How to enroll to receive award payments through electronic funds transfers using the U.S. Department of the Treasury's Automated Standard Application for Payments (ASAP) system, and what information is required to do so (covered at the end of this presentation)
- Specifics of financial reporting, which will require an amendment to ARRA awards regarding compliance with quarterly financial reporting and the appropriate forms to do so
- Specifics on NOAA performance progress reports that are due semi-annually, and that cover progress of the project in more depth than ARRA reports – such as performance metrics like acres restored, stream miles opened, etc.
- Post-award action requests, which are done in Grants Online, and which will be covered toward the end of this presentation in more detail – the NOAA SACs offer a complete list of AARs and extensive guidance regarding business rules, including required information and timing, and should be reviewed before attempting an Award Action Request in Grants Online to ensure your request will not be rejected



Award Conditions - Programmatic

- Defines cooperative agreement relationship
- Describes matching requirements (if applicable)
- Outlines NOAA performance reporting schedule
 - award inception through Dec 31, 2009
 - every 6 months Jan - June & July – Dec
- Maintain project files
- Adhere to Federal, state and local laws
- Verification of permits prior to construction
- Written safety plan
- Outreach and communications (esp. photos)
- Signage and acknowledgement of NOAA

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Programmatic (Award Specific) Special Award Conditions cover many of the direct project implementation aspects of your award:

- “Cooperative agreement” signifies that NOAA will be substantially involved in aspects of the award activities (unlike with a grant, where there is no substantial involvement of the federal government)
- Describes the requirements surrounding matching funds, if applicable
- Outlines the reporting schedule for NOAA performance progress reports, which are due semi-annually each January 30 and July 30.
- Requires that project files be maintained, including economic impact data
- Requires that projects adhere with all Federal, state and local laws (particularly important to NOAA are the federal statutes Endangered Species Act, Magnuson-Stevens Act and Essential Fish Habitat provisions, the National Historic Preservation Act and consistency with the Coastal Zone Management Act)
- The grantee must notify the NOAA Technical Monitor via email **with the date that each required Federal and state permit or compliance document is obtained or approved**, and present verification that the permit or other requirement has been satisfied
- NOAA is very concerned with safety - grantees are responsible for exercising reasonable care and using best efforts to prevent accidents, injury or damage to all employees, contractors, persons and property, in and around the work site; also must have a written safety plan (NOAA does not need to review), and provide safety briefings to those involved in the project as appropriate
- Grantees will provide NOAA with high-resolution before, during, and post-implementation photos of the project. Photos of the site prior to construction and during project implementation should be submitted as soon as possible. We'll discuss outreach in more detail in a moment.
- All projects funded through the Recovery Act shall display signage throughout the construction phase that features the Recovery Act Primary Emblem, and that acknowledges funding from NOAA and other contributing partners.



Award Conditions - Programmatic

Continued....

- Invasive species control
- Adherence with project milestones
- Contact information for technical monitors
- Phase II NEPA requirements, and work that can be conducted under Phase I which has been completed
- ARRA Special Award Condition for Reporting
 - included for every quarter of the award period
 - must be 'satisfied' in Grants Online once ARRA reporting has been completed
 - awards will be amended to include SAC on quarterly financial reporting

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Programmatic (Award Specific) Special Conditions Continued.....

- NOAA grantees are expected to take positive steps to prevent the introduction of invasive species, provide for control of invasive species, and minimize the economic, ecological, and human health impacts that invasive species cause.
- Project progress will be evaluated throughout the award with particular emphasis on meeting milestones as identified in the project narrative. NOAA reserves the right to terminate funding for the award at any time throughout the award period should we determine that a grantee is falling significantly behind in meeting project milestones as outlined in the application and the project is at risk of not being completed during the award period.
- Contact info provided for technical monitors that will be involved in the day-to-day project activities
- The grantee will not expend any funds for the construction phase of the project until the outstanding National Environmental Policy Act (NEPA) compliance documentation has been fully completed.
- The Recipient shall report the information described in section 1512(c) of the ARRA special award Condition using the reporting instructions and data elements that are provided online at www.FederalReporting.gov and ensure that any information that is pre-filled is corrected or updated as needed. **Note: This is the primary reporting requirement under ARRA.** The ARRA report is due no later than 10 days following the end of each calendar quarter reporting period. Grantees will have to electronically 'satisfy' this condition in Grants Online – the mechanics of how to do this will be covered later in the presentation.
- Award will be amended to include similar SAC for quarterly financial reports required under ARRA.



Working with Our Outreach Team

Photography, Banner Requirements, News and Events



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NOAA is treating the outreach opportunities that the Recovery Act provides like a campaign to raise awareness about the importance of habitat restoration.

What does this mean exactly?

It means taking advantage of every opportunity to educate the public, work with the media or coordinate field visits and activities with Congress.

It means being consistent with our messages and as much as possible, the look and feel of the products and materials that we produce about the Recovery Act.

Since the Recovery Act projects are so high profile, this is a great opportunity for you (as the grantee) and NOAA to receive a substantial amount of recognition.

To give you an example of the type of interest these projects are producing, here are a couple of quick facts for you:

- Since April, NOAA Recovery Act projects have specifically been mentioned in more than 400 articles.
- NOAA Administrator Dr. Jane Lubchenco has participated in three major events, including one national event on June 29 with the Secretary of Commerce, Gary Locke.
- NOAA has already produced two short videos about this effort with plans to develop a third video in 2010 for use in the Smithsonian's National Natural History Museum's Oceans Hall Kiosk.
- As some of you may already know, a few of these projects are even generating interest from national news outlets such as CNN, Good Morning America, the New York Times, just to name a few.



Photography Needs

What Type? High resolution. Before, during and after project effort.

Uses? NOAA publications, websites and presentations.

Data? One line description of the activity depicted, the date and photographer's name.



Bahia Grande Restoration: Before, during and after.

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I think photography is a good place to start talking about what we'd like to emphasize during this important outreach effort.

As they say, pictures say a 1,000 words.

Photography is one of the most important elements of outreach for these projects.

Without showing the before, during and after processes of habitat restoration, we are not able to truly describe the effort and impacts of our work together.

What are we looking for?

We're looking for high resolution images, planned from the beginning of the project through to the end. A professional photographer is not required by NOAA, but certainly encouraged.

A typical photographer costs between \$1,000 - \$3,000 with video costing a little more.

If you're not sure how to plan out your photography plan or budget, please feel free to contact us here at NOAA and we'll help you out.

Our contact information is at the end of this presentation.

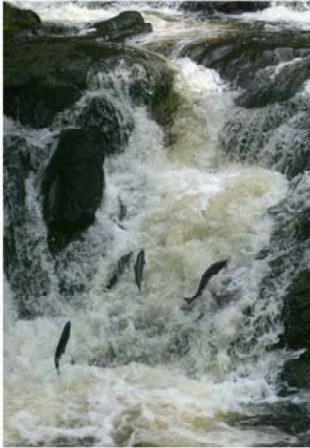
In addition to still photography, which will be mainly your responsibility, NOAA is going to be purchasing two video cameras to stream live photos on the web (EarthCam).

These cameras will move from project to project and remain for various amounts of time at each site.

The end result will be a series of four or five high quality time lapse video, and approximately 30,000 viewers or more throughout the next two years.



What Makes a Good Photo?



Resources and Habitat



Impacts to Habitat



People at Work

What makes a good photo?

We're looking for high quality photos of living creatures in their restored habitat.

We're looking for images of clear signs that habitat restoration is needed – the negative impacts are even more important to showing the success of a project.

We're also looking for images of people working in the field – the more hard hats the merrier.

We're especially hoping for actions shots – digging, moving, directing, driving, diving and hauling things away.

What Makes a Bad Photo?



"Pat on the back" moments.



Awkward or unclear angles and subjects.

Here are some examples of what we're not looking for in a photo...



News and Events

Events:

Coordinate with NOAA when you plan to write a press release or hold an event.

What is an event?

Groundbreakings, completion celebrations, congressional visits, media tours, press events.

Press Coverage:

Please don't forget about us! Include NOAA in your press activities. We have restoration and press experts on staff who can coordinate interviews.

Have an article? Send it on to our staff.



Notes: NOAA can add the help of staff and provide quotes, speakers, and funding support in some cases.

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As you're thinking about the timeline of your projects, you may already be asking yourself if there are any good opportunities for outreach.

Some great opportunities for events and other outreach activities surrounding your projects include:

- "Ground Breakings" – the first day of the effort.
- Significant earth moving or breaching levees – visually striking activities or major restoration time periods.
- Congressional recesses – August and a few week-long periods throughout the year.
- The completion of a restoration project – an opportunity to celebrate the work completed.
- Media interest – if a member of the media seems interested in the project, take them out to see it.

As your working in the realm of outreach, just a friendly reminder to not forget about NOAA.

We are under a microscope for these projects and anything you can do to ensure that this is a partnership in the truest sense, would go a long way to make sure we continue to be seen in a positive light.

Finally, if you have an articles please send them on to us – we're keeping track!



News and Events (continued)

Quotes: NOAA can provide quotes for press releases and other materials. Tailored quotes can take a week or more to clear depending on who is quoted.

Press releases: NOAA is not authorized to work on "joint" press releases, which means you cannot use the NOAA logo on your releases.

We can work with you to provide content, quotes, and press contacts if you want to create your own press release.

For many of these events, NOAA will send out its own release and we will coordinate content and quotes from your leadership as well.



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NOAA can quickly provide you with a quote from our leadership.

Although... some tailored quotes can take up to a week to clear, particularly for Dr. Lubchenco, but most take only a day or two to write and clear.

Press releases can be tricky for NOAA. As a rule, the agency does not authorize "joint" releases. We encourage you to write your own releases, and we can help you by providing content as well as quotes – mentioned earlier.

We would also like to be alerted each time a Recovery Act related news release is sent out. This gives our public staff a heads up that they might receive phone calls.

Often, NOAA will put out its own release on the project, which is why it's important to stay coordinated. Most members of the media do not mind receiving two similar press releases.

In fact, it can often be a reminder to them that this activity is even more newsworthy.



Banners for Project Sites



- The Recovery Act mandates that a sign be placed at the project site during construction with a minimum 6-inch Recovery Act logo.
- NOAA can provide you with the necessary InDesign files to create the banner above, or we can design the banner for you to print.
- Permanent signage is encouraged where appropriate, particularly interpretive signage at high visibility public locations.

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One of the requirements under the Recovery Act is that each funded project very publicly display the Recovery Act logos on site.

This is a requirement that cannot be overlooked during the construction phases of the project.

And, referring back to what I mentioned earlier about remaining consistent and treating these projects as a prime opportunity to build public awareness, look and feel can be very important.

To help achieve both of these needs, we have created InDesign (software) templates that you can use to create temporary banners (above).

It is your responsibility to print these banners. The average cost of a standard banner as shown here is \$250.

Towards the end of your project, I hope that we can also discuss more permanent signage for some of the more visible projects.

We've also designed some templates for permanent signage as well.

I do want to make it clear that signs are a required element of the Recovery Act projects, but the design here is an example to help you.

If you would rather use something different, we understand, but please contact us to discuss the logo size requirements outlined in the Recovery Act.



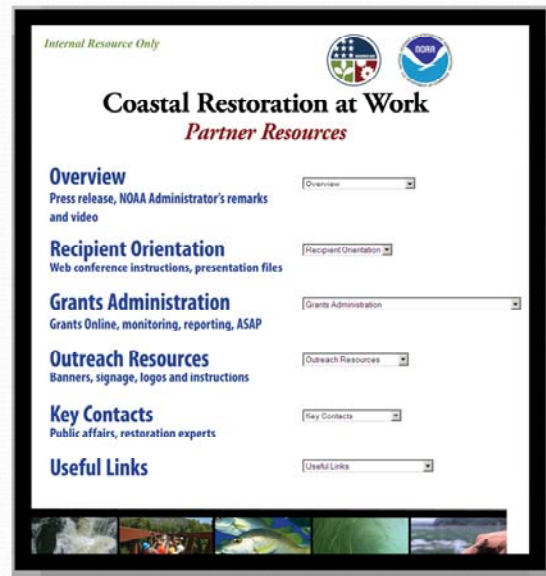
Where Can I Find More Information?

Main Contact: Your assigned restoration program officer.

Outreach: Rachel Brittin
301-713-0174 x185
rachel.brittin@noaa.gov

Outreach: Courtney Groeneveld
301-713-0174 x155
Courtney.groeneveld@noaa.gov

Press: Monica Allen
301-713-2370 x140
Monica.allen@noaa.gov



<http://www.restoration.noaa.gov/partners.html>

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We have an expanded web-based toolkit to serve as a one-stop quick reference where you can find a variety of outreach resources that will help you manage your Recovery Act awards.

This online toolkit also includes an extensive section on Grants Administration and important related web links.

On this slide you'll also note who you should contact throughout your project to discuss outreach, but as a rule, we encourage you to start with your assigned program officer.



Recipient Reporting under ARRA

- Overview of Recipient Reporting for ARRA (M-09-21)
- Basic Principles and Requirements
- Reporting on Jobs Creation Estimates
- Data Quality Requirements
- Recipient Reporting Process
- OMB “Technology Solution” (i.e. web-portal interface)

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This part of the presentation will focus on recipient quarterly reporting responsibilities under ARRA. It will step through the contents of the Office of Management and Budget’s most recent guidance document (M-09-21) dated June 22, 2009, and the supplement on the data elements that recipients will respond to as they report through FederalReporting.gov.

These topics are covered more in depth over a series of webinars hosted recently by the Office of Management and Budget, which have been taped and posted for ARRA recipient review at your convenience.

<http://www.whitehouse.gov/Recovery/WebinarTrainingMaterials/>



OMB Guidance Document M-09-21:

- Answers questions and clarifies issues related to the mechanics and chronology of recipient reporting required under ARRA;
- Provides clarification on what information will be required to be reported at www.FederalReporting.gov and what information will be served through www.Recovery.gov;
- Instructs recipients on steps that must be taken to meet these reporting requirements, including the incorporation of sub-recipient reporting; and
- Establishes a common framework for Federal agencies and recipients to manage a data quality process associated with the Recovery Act recipient reporting requirements.

This document as well as the data elements supplement is available through our partners toolkit website as well as on Recovery.gov



Reporting Required under Sec 1512

- Total amount of funds received; and of that, the amount spent on projects and activities;
- A list of projects and activities funded by name to include:
 - Description
 - Completion status
 - Estimates on jobs created or retained
 - Total number of jobs supported
- Details on sub-awards and other payments

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The screen shots for www.federalreporting.gov are in supplement 2 of the M-09-21 OMB guidance. There are also narratives for each of the fields including estimates of job created or retained, as well as total number of jobs.



Prime Recipient Basic Requirements

- Federal Funding Agency
- Award identification #
- Recipient D-U-N-S
- Parent D-U-N-S
- Recipient CCR information
- CFDA number
- Recipient account number
- Project Award Period
- Award type, date, description, and amount
- Amount of ARRA funds expended to projects/activities
- Activity code (NAICS) and description
- Project description and status
- Job creation narrative and total number of jobs supported (FTE/qtr)
- Infrastructure expenditures and rationale, if applicable
- Recipient primary place of performance
- Recipient area of benefit
- Recipient officer names and compensation (Top 5)
- Total number and amount of small sub-awards; less than \$25,000

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This is the data set that prime recipients (you!) will be addressing when you go to report through FederalReporting.gov. It is possible, although we do NOT recommend it, that you can delegate some of the reporting to subrecipients (not vendors that provide supplies). Regardless, you are ultimately responsible for the timeliness and accuracy of data reported. Sub-recipient reporting requirements are similar.

Much of this information your organization has readily available. You will also be able to 'copy forward' your initial report, and add to it, so that you don't have to re-enter static information every reporting quarter.

Here are some of the major reporting requirements:

- Total amount of funds received; and of that, the amount spent on projects and activities;
- A list of projects and activities funded by name to include:
 - Description
 - Completion status
 - Estimates on jobs created or retained, and total number of jobs supported;
- Details on sub-awards and other payments



Reporting on Jobs Creation

- Prime recipients are required to report on all jobs created or retained, as well as all jobs supported; reporting is cumulative. If known, the recipient should also report the impact on the workforces of sub-recipients.
- This information will be reported on www.federalreporting.gov as two separate fields:
 - Job Creation – a narrative describing the types of jobs created or retained, as well as a numeric estimate of the number of jobs created or retained.
 - Number of jobs – a numeric field that indicates the recipients estimate of jobs supported which, at a minimum, includes the number of jobs created or retained.

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As mentioned in the previous slide, the reporting of multiple data/information elements is done through www.federalreporting.gov. Jobs is one of the most questioned aspects of reporting, so here's a simplified set of descriptions.

It should be noted that this job information is different than what has been requested of you to include in progress reports. In progress reports, you'll be providing NAICS codes, but that does not fulfill your reporting requirement for jobs.



Reporting on Jobs Creation

- Prime recipients will report the number created and retained, as well as total number supported, using a standard calculation, translating any compensated employee into “full-time equivalents,” or FTEs.
 - This calculation is performed by adding the total hours worked by all employees in the quarter, and dividing by the applicable denominator (*i.e.*, 520, 1040, 1660, etc.)
- In some cases recipients will not perform the work themselves, but will distribute the funding via a grant, loan, or contract to another entity (a sub-recipient). In these cases recipients will provide estimates of the jobs created or retained by those entities.

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All recipients will be required to report by October 10, 2009. Therefore, the clock begins for your cumulative hours used to determine the # of FTE's per quarter supported. The table in the next slide will attempt to clarify how cumulative hours are used in the equation.



Reporting on Jobs Creation

	Period	FY09-Q4	FY10-Q1	FY10-Q2	FY10-Q3	FY10-Q4	FY11-Q1
FT Schedule		520	1040	1560	2080	2600	3120
Full-time Employee 1		520	1040	1560	2080	2600	3120
Full-time Employee 2		520	1040	1560	2080	2600	3120
Part-time employee 1		260	520	780	1040	1300	1560
Temporary employee		0	0	130	390	650	650
Total hours		1300	2600	4030	5590	7150	8450
Quarterly FTE		2.50	2.50	2.58	2.69	2.75	2.71

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All of the folks on the phone are Q4 recipients of funds, so you'll use a denominator of 520 hours during your first reporting cycle. The reporting ends when your award period ends. Therefore, if your award period is 6 quarters (as this example shows) you'll use 3120 hours in the first quarter of FY2011.



Data Quality Requirements

Scope of Data Quality Reviews:

- Accuracy, Completeness and Timely Reporting
- Avoidance of two key data issues
 - Material Omissions
 - “Instances where required data is not reported or reported information is not otherwise responsive to the data requests resulting in significant risk that the public is not fully informed as to the status of a Recovery Act project or activity”
 - Significant Reporting Errors
 - “Instances where required data is not reported accurately and such erroneous reporting results in significant risk that the public will be misled or confused by the recipient report in question”

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Prime Recipients

- Owns recipient and sub-recipient data

Sub-recipients

- Owns sub-recipient data

Federal Agency

- Provides advice/programmatic assistance
- Performs limited data quality review



Additional Reporting Details

- **No waivers** to reporting will be granted
- Recipients can enter draft data but **must physically 'submit'** it to ensure compliance.
- **Non-compliance** will be treated as a violation of the award agreement
- Finally, **all the information will be available to the public** through www.Recovery.gov



Recipient Reporting Process

Tasks to complete prior to the 10th (at the end of each quarter)

- Initial reports are due October 10
- Reporting is cumulative from inception of work
- Submit ARRA quarterly report at www.federalreporting.gov
- "Satisfy Award Condition" in Grants Online
- Complete Financial Report (SF-425) in Grants Online

Semi-annual programmatic progress reports are also due,
every other quarter, using Grants Online

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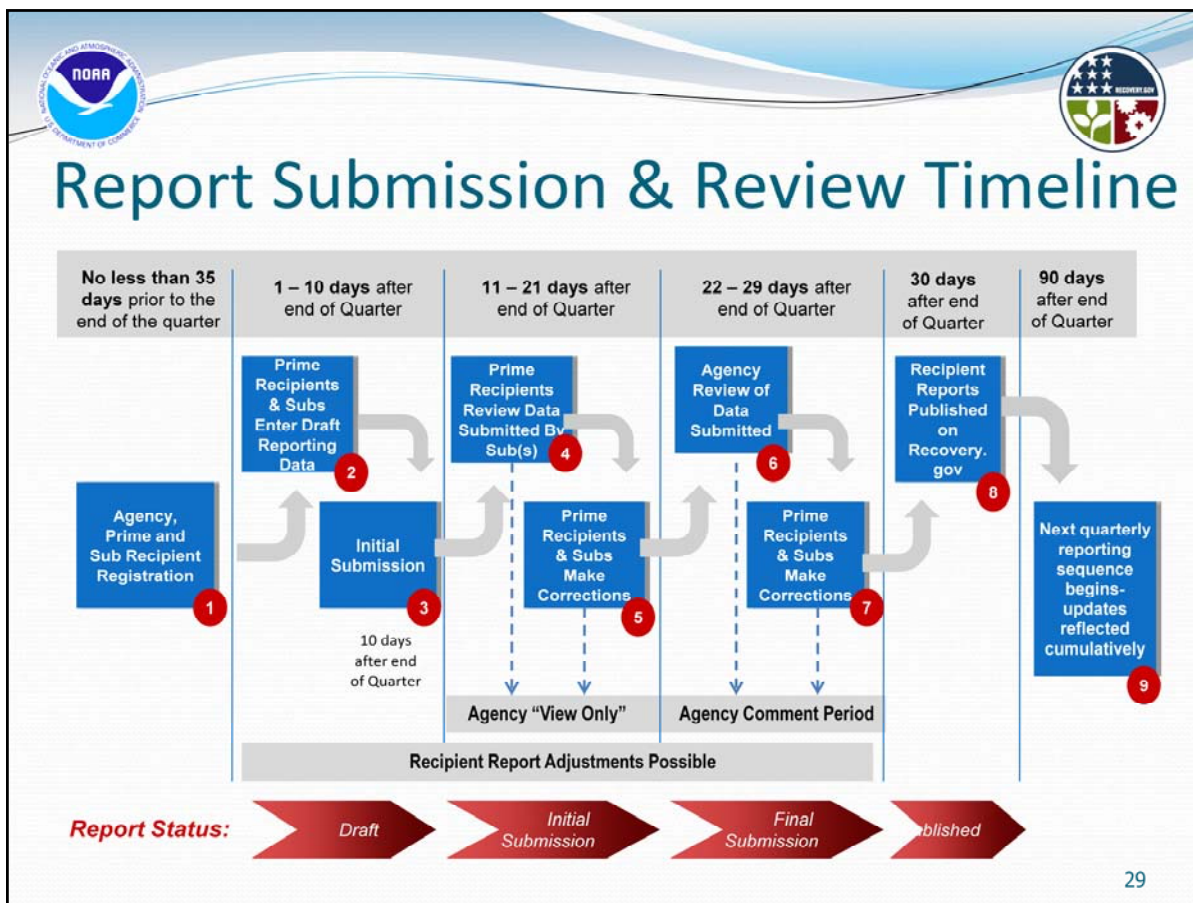
FederalReporting.gov is the centralized solution for ARRA section 1512 Recipient Reporting! You'll have the option of downloading and submitting a standardized, formatted Excel spreadsheet, or filling out a form on a web page.

Next, you'll need to go to Grants Online and complete two actions. First, "satisfy" the award condition that requires you to complete your Recovery Act report (more on this later).

Finally, make sure you also remember to complete your financial report in Grants Online.

NOAA semi-annual progress reports will be submitted through Grants Online as well, and will cover programmatic reporting separate from ARRA requirements. The information collected as part of NOAA semi-annual reporting has been in place for over 6 years and will continue to be necessary to help us meet our reporting requirements under GPRA (Government Performance Results Act) as well as our corporate performance measures reporting.

Note, www.FederalReporting.gov is exclusively for ARRA Section 1512 reporting and cannot be combined with other NOAA reporting.



This is a graphic representation of the one-time registration, and the subsequent steps that will take place during each quarterly reporting month (October, January, April, and July) over the duration of your award.

REGISTER - Before end of Quarter (*Preferably no less than 35 days prior to the end of the quarter*): **Register Online at www.FederalReporting.gov**

Registration is anticipated to be available by the end of August – don't wait until October to register!

REPORT - Days 1-10 for submission. **Submit Reports Online at www.FederalReporting.gov**

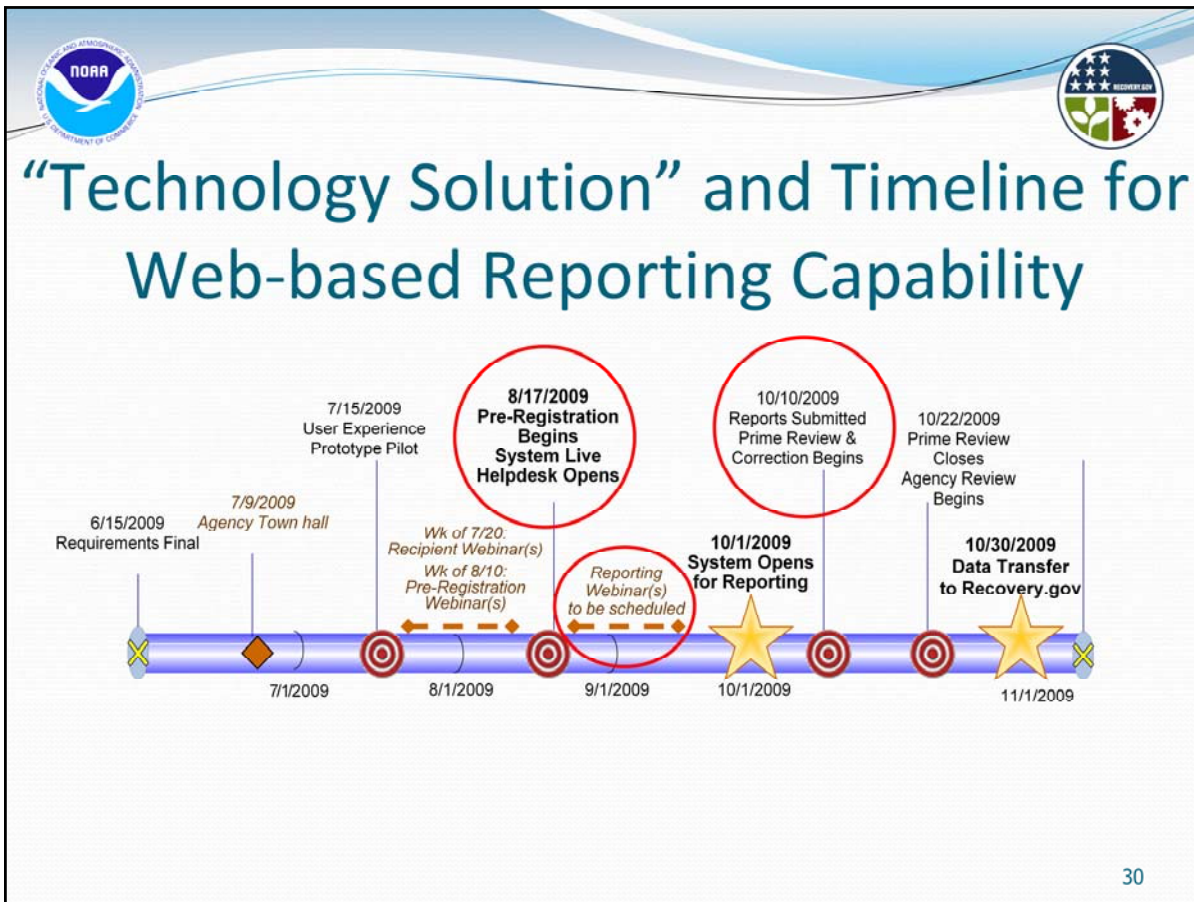
REVIEW (Comment Period)

- Days 11-21 for Prime Recipient Review
 - NOAA can see reports at this time, and will try to suggest informal comments through email
- Days 22-29 for Agency Review. **Reports available for extract/download from www.FederalReporting.gov**
 - Formal comments are sent to the reporting entity and are tracked by FederalReporting.gov

PUBLIC RELEASE

- Days 11-29 for Summary Information (OMB still determining if information on reporting compliance will be summarized, or reported out in its entirety)
- Final Reports Available Day 30
- Reports will indicate agency review status (Not Reviewed, Reviewed – No Comments, or Reviewed – Comments Provided)

In a moment I will talk about data quality and agency review of recipient data



The web-based reporting module is still under development. A few key things to draw your attention to include the date that registration is expected to open (8/17/09), and when webinars will be scheduled by OMB to go over the product that is finally developed (early September).

OMB's taped webinars from last week, available at <http://www.whitehouse.gov/Recovery/WebinarTrainingMaterials/>, have screen shots for how the site is expected to look and feel, however these may change by the time the 'technology solution' is fully developed. It will be very worthwhile to attend the September webinars, and we will be sure to let you know when those are – you can also keep informed about everything to do with recipient reporting by visiting Recovery.gov regularly.



ARRA Reporting - Grants Online Element

- Need to satisfy “ARRA Special Award Condition for Reporting Requirements” in Grants Online for each ARRA quarterly report
- Special Award Condition must be satisfied by the last day ARRA reporting is due (e.g., 10/10, 01/10, etc.)
- Consequences - funds will be unavailable through ASAP if not completed

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See “Instructions for Satisfying Award Conditions” document at Partner Toolkit website (<http://www.restoration.noaa.gov/partners.html>).

Recipients will get reminders on the 15th and 28th of the prior month. You will get additional reminders after the reports are due.



Introduction to NOAA Grants

Whew! Let's take a few questions before we go on!

*See Partner Toolkit for additional resources....
<http://www.restoration.noaa.gov/partners.html>*



Federal Financial Reports

- Due quarterly, 30 days after the end of the previous quarter (e.g., 10/30)
 - Reports are accessible beginning on the first day after the end of a reporting period
- Complete and submit SF-425 on Grants Online
- How do I get to my financial report?
 - Recipient Authorized Representative or Delegated Financial Representative receives notification email
 - Task accessed through Grants Online inbox


Training Resources

http://www.corporateservices.noaa.gov/grantsonline/gol_training_GRANTEE.htm
Grants Online Quick Guide for Grantees
Grants Online User Manual - Federal Financial Reports


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The grantee can delegate roles, including a role for the financial representative. Roles and managing recipient users are discussed more in depth towards the end of the webinar along with other Grants Online general information.

This is a brief overview to help familiarize you with the form. However, there is a much more detailed guidance/training document available through the Grants Online Training page.





FEDERAL FINANCIAL REPORT
(Follow form instructions)



1. Federal Agency and Organization Element to Which This Report is Submitted Department of Commerce/NOAA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1	of 2 pages
3. Recipient Organization (Name and complete address including Zip code)					
•View of the SF-425					
4a. GUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
8. Project/Grant Period From: (Month, Day, Year) March 01, 2007		To: (Month, Day, Year) April 30, 2009		9. Reporting Period End Date (Month, Day, Year) April 30, 2009	
10. Transactions				Consolidation	
(Use lines a-c for single or multiple grant reporting)					
Federal Cash (To report multiple grants, also use FFR Attachment):					
a. Cash Receipts **				\$ []	
b. Cash Disbursements **				\$ []	
c. Cash on Hand (line a minus b)				\$0.00	
(Use lines d-o for single grant reporting)					
Federal Expenditures and Unobligated Balance:					
d. Total Federal funds authorized **				\$ []	
e. Total Federal share of expenditures **				\$ []	
f. Total share of unliquidated obligations **				\$ []	
g. Total Federal share (sum of lines e and f)				\$	
h. Unobligated balance of Federal funds (line d minus g)				\$0.00	
Recipient Share:					
i. Total recipient share required **				\$ []	
j. Recipient share of expenditures **				\$ []	
k. Remaining Recipient share to be provided (line i minus j)				\$0.00	
Program Income:					

Screen shot of SF-425 from Grants Online; recipient fills in the blue boxes; although some lines cannot be edited, you should review for accuracy; lines with red asterisk mean recipient is required to complete; for your interim reports, will only need to fill out 10a-10c (circled)

Financial reports are linked to your ASAP account and will be checked against your ASAP activities. Line 10a, for example, asks for your Cash Receipts, which is basically the total of funds you have withdrawn from ASAP to date.

Federal Financial Reports

[Click here to use the long version of this form](#)

Clicking *Save and Return to Main* will start workflow if not already started.

SF-425: Federal Financial Report - Cash Flow - NA06NMF4570303

Id: 2141890

Status: RecipientAuthorizedRepresentativeActions - Not Started

Action: Please select an action

Your Comments: Please select an action

Forward SF-425 Cash Flow Report to Agency

Review/Edit SF-425 Cash Flow Details

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There are options to save your work; Once completed, you must start the workflow

- Review task will be sent to creator's Grants Online inbox to review the form
- Have the option to send to Authorized Representative for review as well if creator not the Authorized Representative
- Financial report is not completely submitted until Financial Representative (with submitting role) or Authorized Representative has submitted the "Forward SF-425 Report to Agency" task

When the time comes to complete your financial report and you have questions, contact your NOAA Grants Management Division Representative.



Performance Progress Reports

- What

- Described under the “Performance Monitoring” section within Programmatic (Award Specific) Special Award Conditions
- Provides more detailed information than quarterly reporting, including:
 - Performance measures (acres, miles)
 - Restoration methodology and progress to date
 - Monitoring activities
 - Community involvement and outreach
 - Budget updates
- Use your application as the basis of the report, and make sure to provide updates on milestones



Performance Progress Reports - Where

- Office of Management and Budget (OMB) approved progress report form at NOAA RC website....
http://www.nmfs.noaa.gov/habitat/restoration/projects_programs/crp/partners_funding/crp_praform%20exp%207-31-2009.doc
- Note that the NOAA RC is submitting a renewal of this form to OMB and the format may change, but the content will remain the same. Please check the website or your FPO before filling out the form for the first reporting to confirm if a new format is available.
- Progress report form is submitted in Grants Online



Performance Progress Reports - When

- Due semi-annually
 - Starting January 30, 2010
 - Subsequently every July 30th and January 30th
- Interim reports are cumulative
- Final comprehensive report – due 90 days after award end date
- Federal Program Officer and Technical Monitor are responsible for review



Performance Progress Reports - How

- Grantee will receive reminder emails from Grants Online
- Remember to:
 - Attach the OMB approved performance progress report
 - Complete “review” and “forward to agency” tasks

Training Resources

http://www.corporateservices.noaa.gov/grantsonline/gol_training_GRANTEE.htm
Grants Online Quick Reference Guide for Grantees
Grants Online User Manual – Performance Progress Reports

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Upcoming progress report notifications are sent on the 15th of the month - two months and one month before reports are due - to the Principle Investigators associated with the award. A notification is also sent on the 2nd of the month after the reporting period ends. If no Principle Investigators have been added to the award via Grants Online, the notifications will be sent to all Authorized Representatives and Recipient Administrators for the organization. If the report(s) have not been submitted by the 22nd of the month in which they are due, a follow up reminder will be sent.



Amendments and Changes

- “Award Action Requests” (AARs) in Grants Online
- Full List is in the NOAA Award Conditions
- Commonly Expected AARs
 - Change in Key Person
 - Reprogram or Re-budget
 - Satisfied Special Award Condition
- See “Quick Reference Guide for Grantees” for instructions

http://www.corporateservices.noaa.gov/grantsonline/gol_training_GRANTEE.htm

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Most changes to your award require that you notify NOAA, but will not result in an amendment.

- Only changes in scope, time extensions, and change of award recipient always require amendments

We primarily expect to see 3 AARs from Recovery Act recipients

- Change in Key Person- shifting roles/personnel within an organization
- Reprogram/rebudget- Please notify us of all changes in your budget. Changes between object class categories greater than 10% of the entire award (Federal+match) require you to submit an AAR for rebudgeting. (Example- you were going to hire a person within your organization, but now you’ll be hiring a contractor. Funds will shift from “personnel” to “contractual” object class.)
- Satisfy Special Award Condition- For all ARRA reports, and to verify that permitting is complete for some awards- check with your FPO.

What don’t we expect to see- Change in Scope and Extension Requests. While these requests have been acceptable in past awards, the level of scrutiny on ARRA awards raises the bar of acceptable reasons for granting these requests. These requests will be thoroughly scrutinized to be sure both the project and our program will be able to meet the intent of the Recovery Act. A Change in Scope request will in particular have to meet high thresholds as NOAA will need to demonstrate the modified project would also have been selected under the ARRA competition – given that we had plenty of high quality proposals left unfunded, this will be extremely challenging.

General instructions for all kinds of AARs including how to request the “Satisfy Special Award Condition” award action begins on page 2 of the “Grants Online Quick Reference Guide- Grantees” available at the website above.



Office of Inspector General

- OIG will perform audits and inspections of NOAA awards, and disbursement and monitoring of ARRA funds to ensure funds are used for their intended purposes
- Recovery Act gives OIG specific authority to review and investigate any concerns regarding the use of ARRA funds. OIG agents are authorized to:
 - Examine all contractor, subcontractor, state or local records related to Recovery Act funding transactions
 - Conduct audits and initiate investigations
 - Interview employees
- Recovery Act provides whistleblower protection

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Accountability under the ARRA is paramount, and the Office of Inspector General for DOC has received ARRA funds to support their activities. They have already been monitoring NOAA's rigorous competitive process, providing staff briefings on the process for detecting waste, fraud and abuse, and providing other guidance to ensure that ARRA funds are being used for their intended purposes.

From your (grantee) perspective, you can expect the OIG to make unannounced site visits, examine your books and records, and talk to employees.

The ARRA also provides explicit protections for federal and non-federal whistleblowers that disclose any information to their supervisor, head of a federal agency or their representatives, or the OIG that an individual believes is evidence of gross mismanagement or waste of ARRA funds, poses a danger to public health or safety related to use of funds, abuses authority related to the implementation or use of funds, or is in violation of law, rule or regulation related to an award.



Office of Inspector General

Single Audit Requirements

- Starting September 30, 2009 all Single Audit reports will be made publicly available via a link from Recovery.gov
- NOAA Grants Management Division will review Single Audits that include ARRA funding and provide a synopsis of findings relating to obligations and expenditures
- OMB will use Circular A-133 Compliance Supplement to notify auditors of compliance requirements that should be tested for ARRA awards
- OIGs will reach out to the auditing profession and provide technical assistance and training, and perform quality control reviews to ensure audits are properly performed and improper payments and other non-compliance is fully reported



Office of Inspector General

OIG HOTLINE
(800) 424-5497
hotline@oig.doc.gov

www.oig.doc.gov



Introduction to NOAA Grants

More Questions?

***See Partner Toolkit for additional resources....
<http://www.restoration.noaa.gov/partners.html>***

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Before we go on to our next and final segment on Managing your award in Grants Online, and a discussion of the ASAP payment system, we wanted to open it up again for questions as some grantees with experience and knowledge of these two systems may not need to stay on for the final portion of today's webinar.....



Managing Your Award - Grants Online

- Locating Award Materials
- Accepting Your Award
- Providing Access to Others to Use Grants Online



Training Resources

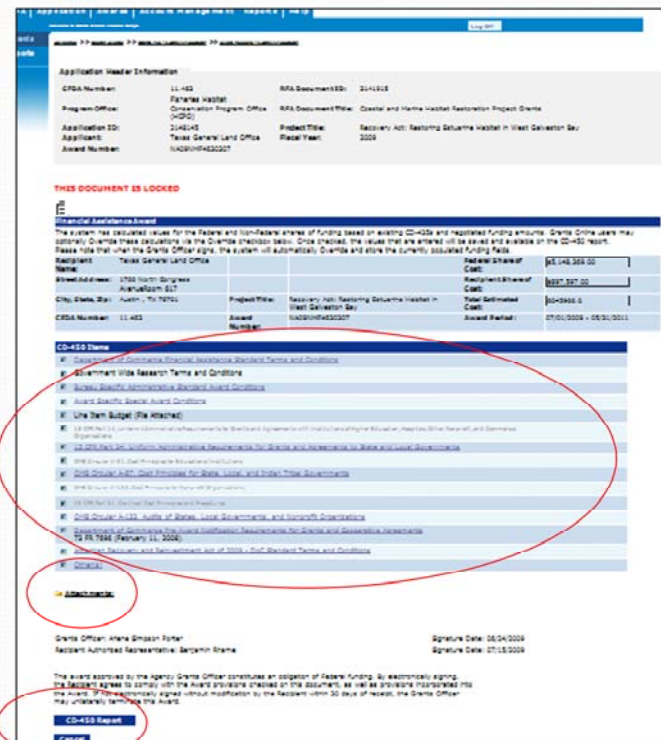
http://www.corporateservices.noaa.gov/grantsonline/gol_training_GRANTEE.htm

Grants Online Quick Reference Guide for Grantees

Grants Online User Manual- Accepting Awards and Managing Recipient Users

These three steps need to be completed, if you haven't already done so. The User Manuals provide more detailed, step-by-step information, but are slightly out of date. The Quick Reference Guide is fully up to date.



Finding Your Award Documents

- Your award materials consist of:
 - The award document (CD-450)
 - Award conditions
 - Line item budget
 - Proposal and proposal revisions

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After you use the reference documents to navigate to your award package, you'll see this page. All "checked" items in the list are conditions that apply to your award. The line item budget is the SF-424A you filled out when applying or revising your award, and is attached here. Finally, the CD-450 is a traditional award letter form that you might remember from former paper awards.

We recommend you download and save all these documents for your review.



Accepting Your Award

- A notification was emailed to the Authorized Representative who is responsible for accepting the award on behalf of your organization
- Please review your award conditions
 - Contact your program officer with concerns
- There will be no paper award, other than your print-outs
- Please accept your award within 30 days of notification, after receiving any necessary internal approvals

Follow the instructions in the Manual or Quick Reference Guide to accept the award
http://www.corporateservices.noaa.gov/grantsonline/gol_training_GRANTEE.htm



Providing Access to Other Users

- Your organization will likely need to add other users to Grants Online
 - Project managers who want to submit progress reports
 - Financial contacts who will submit financial reports
 - Grants manager for submitting Award Action Requests, accepting amendments, etc.

Follow the instructions in the Manual or Quick Reference Guide



http://www.corporateservices.noaa.gov/grantsonline/gol_training_GRANTEE.htm

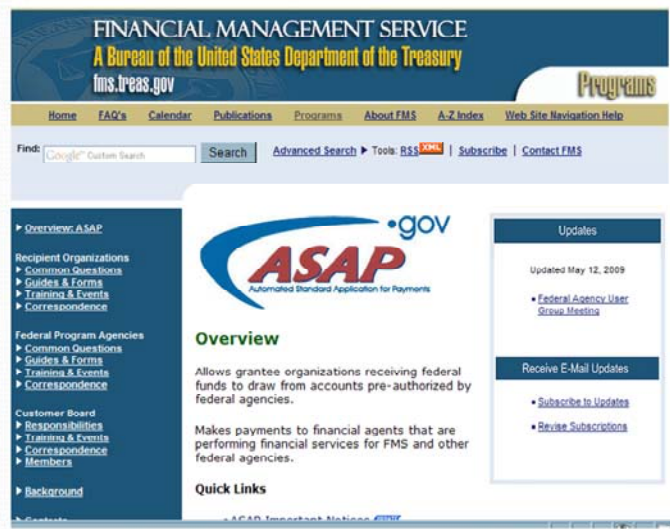
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The Authorized Representative, the person originally assigned to accept your award, can complete all the future actions needed, but it's often preferable to have individuals designated separately for progress and financial reports. Follow the instructions carefully to ensure that you've both added the person to Grants Online, and also assigned them to the appropriate award.

The User Manual provides instructions on how to complete your initial "manage users" task, and how to go back into Grants Online and add/remove additional people later.

Read the descriptions of User Roles carefully- some roles can create reports, but the system will send those reports to an Authorized Representative before forwarding them to NOAA.



Gaining Access to Funds in ASAP

- Recipient Enrollment Process
- NOAA Certification
- NOAA Contact for ASAP issues: Heather.Cooper@noaa.gov

See the ASAP Enrollment Guidance for Details

http://www.corporateservices.noaa.gov/grantsonline/gol_training_GRANTEE.htm

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NOAA uses the Department of Treasury's ASAP system (Automated Standard Application for Payment) to provide you with overnight, electronic access to your funds. ASAP is used by many agencies, and you may already have an ASAP account. If you have an account, the first step, *Enrollment*, is either complete or largely complete. Sometimes information in ASAP may expire if not used for a period of time, so it's best for all recipients to follow the enrollment instructions either in the Enrollment Guidance or in your NOAA Award Conditions.

After you are Enrolled, NOAA gets an email from the ASAP system, and we *Certify* the amount of funds and time frame during which you'll be able to access the funds.

Start this process soon. Like Grants Online, there are several roles to play in ASAP. Each individual must receive a password through the mail. While this is time consuming, it's the best way to protect your bank account.

The Department of Commerce will temporarily suspend all ASAP accounts from September 17 to October 1, 2009, in order to closeout its financial records for the Federal fiscal year 2009. All recipients should withdraw necessary funding for the period September 17, 2009 through October 1, 2009 on or before September 16, 2009. Also, please ensure that all warehoused payments scheduled to be drawn down between September 17 and September 30, 2009, are changed to be drawn down before September 16, 2009 or after October 1, 2009.

If you have questions regarding the ASAP process you can contact Heather Cooper at 301-713-0922 x106, or heather.cooper@noaa.gov.



Thank you for participating in this Introduction to NOAA Grants under the American Recovery and Reinvestment Act!

Wrap-up and Final Questions

*See Partner Toolkit for additional resources....
<http://www.restoration.noaa.gov/partners.html>*